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**Personnel**

**TIMECARD AND ADDITIONAL FLYING/  
GROUND TRAINING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRPD 36-80, *Reserve Training and Education* and provides procedures for processing Air Reserve Technician (ART) (aircrew members only) timecards and Additional Flying Training Periods (AFTP)/Additional Ground Training Periods (AGTP). This instruction does not override other responsibilities for processing timecards. This instruction applies to all 442d Fighter Wing and 303d Fighter Squadron (FS) ART aircrew members and their timekeepers.

**SUMMARY OF REVISIONS**

Air Force Reserve (AFRC) Form 918, **Report of Inactive Duty Training Performance—AGTP/AFTP (USAFR)**, is replaced by AF Form 3956 (paragraph 1-1.3). A (I) indicates revisions from the previous edition.

**1. Documenting AGTP/AFTPs.** ART aircrew members will document scheduled civilian duty hours on the automated AF Form 3956, **Report of Inactive Duty Training Performance-AGTP/AFTP (USAFR)** (or its automated equivalent), each time an AGTP/AFTP is performed. If the AGTP/AFTP is performed during a lunch period, it will be documented in the computer, but need not be charged to leave on the civilian timecard. The annotation on the timecard should indicate a capital L to signify lunch and the time of the lunch period (e.g., L [1200-1230]).

1.1. The Flight Records Manager will verify the information daily on the automated AF Form 3956, **Timekeepers Record** (or its automated equivalent) and provide copies to appropriate timekeepers.

1.2. Timekeepers will verify timecard data with their copy of the AF Form 3956 (or its automated equivalent). Aircrew members will check with their timekeeper daily to maintain current and accurate leave records. When a discrepancy occurs between the two documents (AF Form 3956 {or its auto-

mated equivalent} and the civilian timecard), timekeepers will notify aircrew members to correct the discrepancy, and notify flight management when corrections are necessary.

1.3. The paper copy of the **Report of Inactive Duty Training Performance-AGTP/AFTP (USAFR)**, AF Form 3956, will be used in the event of a computer malfunction. The Flight Records Manager will enter the data into the computer when the computer is operable and provide the Timekeepers Record per paragraph 1.1.

CHARLES E. STENNER, JR., Colonel, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 36-80--*Reserve Training and Education*

DoD Financial Management Regulation, Volume 8--*HQ AFRES Time & Attendance Handbook for Air Reserve Technicians*